

Kansas City Composite Squadron Position Policies

CADET INFORMATION TECHNOLOGY OFFICER

CADET POSITION DESCRIPTIONS

The Squadron Commander is authorized and encouraged to develop detailed position descriptions for the cadet staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Cadet Commander

An active cadet member who assists the senior member Information Technology Officer in the performance of his/her duties, to include:

- Is an active cadet and complies with all National, Wing and Unit policies and procedures
- Management and development of the unit website
- Assistance with unit IT help desk support
- Assistance with unit IT educational activities
- Assistance with the preparation of reports
- Other related duties as required.

The Cadet Information Technology Officer (C/ITO) should be familiar with CAPR 110-1, *Internet Operations*, as well as any current policies regarding operational security (OPSEC) awareness training, and Information Security (INFOSEC). The ITO should also be familiar with CAPP 227, *Information Technology Officer Specialty Track*, and all related publications for National eServices applications

Cadets who serve as Cadet Information Technology Officers (C/ITO) are not eligible to earn the IT specialty rating. However, those cadets who serve in this capacity for a minimum of one year and complete the required duties **may be** authorized to wear the basic IT Specialty Badge for the duration of their cadet membership upon approval of their wing commander (authority may be delegated).

The authority to wear the badge may be documented by completion of a CAPF 2a, *Request for and Approval of Personnel Actions*, and retained in the cadet's personnel file.

The wear of the badge as a cadet does not translate to the earned technician rating once a cadet becomes a senior member.

Cadets who become senior members will need to complete all of the requirements established at the time that they complete the training as a senior member.